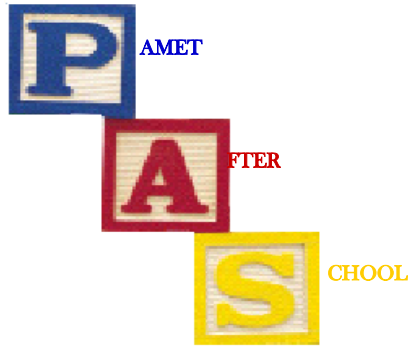


Kelly Sullivan
Director
recdirector@truro-ma.gov

Damion Clements
Asst. Director
asstrecdir@truro-ma.gov

Jennifer Flanagan
P.A.S. Site Coordinator
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7 Standish Way
North Truro, MA 02652
Phone: (508)487-1632
Fax: (508)487-0854
www.truro-ma.gov/recreation

Mailings
P.O. Box 2030
Truro, MA 02666

Pamet After-School Program

Parent and Student Handbook

2015/ 2016

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PAS Staff

Recreation Dept: Kelly Sullivan Clark
Recreation & Beach Director
Truro Recreation
Truro Community Center
7 Standish Way/ 25 Library Lane
N. Truro, MA 02652
508-487-1632 x22

Site Coordinator: Jennifer Flanagan
508-487-1632
Lead Teacher: Racine Oxtoby
508-487-1632

The Department of Early Education and Care is the licensing agent for this Program.

Department of Early Education and Care
School Age Licensing
508.828.5025
1 Washington Street, Suite 20
Taunton, MA 02780

Parents are welcome to contact EEC for information regarding the Program's regulatory compliance history.

About PAS

Statement of Purpose

Pamet After-School Program (PAS) serves children ages five to twelve that either reside in the Town of Truro or utilize the school choice option to attend school in Truro. Families of all abilities, races, genders, sexual orientations, religions, and socio-economic status are welcome to participate. No child will be denied access to the Program due to toilet training status.

Pamet After-School Program strives to provide a safe, supervised environment for children in the Community of Truro to learn and grow. The Program strives to provide an environment where children are challenged and supported academically, learn about and participate in healthy lifestyle choices, and receive the opportunity to participate in enrichment activities and community service. Through positive role-modeling and positive reinforcement, our Program will help to promote the resiliency, growth, and development of children.

Pamet After-School strives to provide positive and consistent guidance to children based on their individual needs and development. This is done through twice-yearly progress reports, daily observations and modifications, and an emphasis on positive interactions between the staff and the children, as well as between the children.

Program Schedule:

Arrival
Homework Time or Projects
Snack Time
Games and Sports (Physical Activity)
Theme Time/ Enrichment Activity
Independent Time
Pick Up

Organization Structure

PAS is a program of the Recreation Department for the Town of Truro.

The supervisory structure is as follows:

Truro Board of Selectmen:
Jay Coburn, Janet W. Worthington, Paul Wisotzky, Robert
Weinstein, Maureen Burgess



Town Administrator/ Planner:

Rae Ann Palmer



Recreation Director and Assistant Director:

Kelly Sullivan Clark, Damion Clements



Site Coordinator:

Jennifer Flanagan



Lead Teacher:

Racine Oxtoby

Enrollment/Tuition

In order to enroll, the parent must complete a registration packet and an enrollment packet (available at the Truro Community or on the Truro Recreation Department webpage). These materials must be completed in their entirety. If there are medical concerns or other concerns, please contact Kelly Sullivan Clark or Jennifer Flanagan as additional paperwork may be necessary.

Enrollment and tuition must be paid in full for the week, *prior to the Thursday before the participant wishes to enroll* or participants may pay in full for the month, *prior to the Thursday before the first day of the month the participant wishes to enroll*. Changes to the scheduled days require that a parent contact Truro Recreation **by 12:00 pm** on the day the change is to take place. Refunds will not be issued for canceled days and space may not always be available for additional sign ups so it is important to limit last minute changes.

All fees will be collected in person at pick up or can be mailed to the Recreation Department at:

Truro Recreation
PO Box 2030
Truro, MA 02666

Please note that fees that are mailed must be *received* by the Department in time for the deadline.

No child will be admitted to the Program if the fee has not been collected on time. Only children who have paid in full or made prior arrangements with the PAS staff will be permitted onto the bus that will take them from Truro Central School to the Truro Community Center.

Fee Schedule

First child per day: \$8.00*

Each additional child per day: \$8.00*

On Truro Central School half days, PAS will operate from dismissal until 5:30 pm. Price on half days is \$12.00* per child per half day.

*Fees are reduced by \$2.00 when children are registered on the day prior to the day they are being registered for.

In order to participate in P.A.S. you must keep up on your payments. All participants that have a balance of over \$100.00 will be unable to enroll until arrangements have been made to pay the past balance.

Prior to the child's first day, a parent/ guardian must come to the site to complete a registration packet and all required forms. No child will be admitted to the program prior to the completion of the designated forms. PAS recommends that children come to visit the program prior to enrolling to receive a brief tour and learn about the schedule.

Open houses will be held twice per school year to introduce new children to the program.

Hours of Operation

The Program runs from release from Truro Central School until 5:30 pm, Monday through Friday.

PAS will be open at the close of the Truro Central School day. The children will be bused from Truro Central School to the Community Center. We will be open until 5:30 pm.

Parents who are late in picking up their child will be charged a late fee of \$6.00 for the first ten minutes after 5:31 pm and \$2.00 per minute after the first ten. Please be considerate of the staff and pick your child up on time.

PAS will be closed when Truro Central School is closed for holidays and inclement weather. There is no PAS during school vacations, but please see Truro Recreation for alternate programming. Please see Truro Central School calendar for a list of observed holidays.

Parent Conferences

Twice per school year, parents will receive written invitations to have a conference regarding their child's participation in the Program. Other

conferences may be requested by staff to discuss child's needs or behavioral issues. Parents are also invited to request individual conferences with Program staff at any time.

Parent Input

Parents are always welcome to share ideas, suggestions, comments, and complaints with the Program staff. We will welcome this communication formally through evaluations that will be sent to parents, but parents are welcome to contact the Recreation Director or Site Coordinator at their convenience to communicate regarding Program activities, policies, and structure.

Parent Visits

Parents are welcome to visit the Program unannounced during Program hours at their leisure. These visits are permitted and encouraged. For the safety of all children, however, parents are only permitted to speak with and play with their own children and will not be allowed to be alone with any children, besides their own. In cases of physical protection, restraining orders, physical custody, and legal custody, the Program staff will not allow the parent to visit until appropriate clearances are made.

We ask that parents who visit the Program do not disrupt the Program activities, behave in an appropriate manner, and do not distract the staff from their number one responsibility: supervising the children.

Children's Records

The Program must maintain the designated registration packet in the child's record at all times. This registration form is required prior to admitting any child. These records will be updated at least once per year, or more frequently if necessary. Parents may amend a child's record at any time. Copies of the child's record are available free of cost for the first five copies per school year or for a modest fee for each copy after five.

Progress Reports

Once per school year a child enrolled in the Program will receive a written evaluation of his/ her progress. This evaluation is based on staff observations and the child's input about his or her goals and areas where he or she would like to improve. A staff member will go over the evaluation with the child and the parent will be given a copy and will sign a copy that will be kept in the child's folder. The evaluations serve as tools to guide the staff and the child to best help the child to grow and develop over the course of the year.

Behavior Management Policy

The Program will abide by the same policies for Behavior and Discipline as Truro Central School:

“Development of social skills is an integral part of a child’s education. As such, students are provided with clear expectations concerning their social interactions and behavior while at the Program. These expectations apply to all students before, during, and after regular PAS hours.

Parental support and involvement in this process is essential for students to develop the skills, insight, and understanding necessary for them to become successful students and members of a democratic society. Throughout your student’s day they will be faced with choices. These choices generally fall into two categories—compliance with established rules and expectations and non-compliance with established rules and expectations.

Students are encouraged to make positive choices and are reinforced for making these choices. Occasionally, students consciously make a choice (for many reasons) which is not positive and will result in a specific consequence. As adults, it is our collective responsibility to clarify for students why the choice was not a positive one, and to follow through on the natural consequence of their actions.

It is our goal to provide a range of consequences for choices that students make. These range from a verbal warning to expulsion. Most issues are resolved directly and immediately between the student and staff.

Loss of privilege is usually a first consequence. A staff member will usually handle the infractions directly with the child alone. Parents may or may not be contacted. However, if a second similar instance of misbehavior occurs, the staff member will contact a parent. Usually, communication at this point helps alleviate the problem. If it does not, then a conference may be required and a more formal plan.

Violence, threats, fighting, intentional physical contact, teasing, harassment, name calling, and bullying will not be tolerated. All students are expected to: follow directions the first time they are given; keep hands, feet, and objects to themselves; walk at all times; and keep toys at home. Weapons are not allowed, which includes knives of any type.”

Furthermore, Nintendo DS’s, video games, etc. are not permitted and will be confiscated and returned to the parent at the end of the day.

All behavior management techniques utilized at PAS are directed to maximize the growth and development of children and to protect the children in the Program.

We will use behavior management techniques in a consistent, reasonable, and appropriate way based on the understanding of individual needs and development of the child.

Where appropriate, the children will participate in the establishment of rules, policies, and procedures.

At no time will the following forms of punishment be used by PAS:

- Spanking or other corporal punishment of children
- Subjecting children to cruel or severe punishment such as humiliation, verbal or physical abuse, neglect, or abusive treatment
- Depriving children of meals or snacks
- Force feeding children
- Disciplining a child for soiling, wetting, or not using the toilet; or forcing a child to remain in soiled clothing or forcing a child to remain on the toilet; or using any unusual or excessive practices for toileting.

Referral Services Policy

PAS staff will make all necessary referrals to parents for appropriate social, mental health, educational, and medical services, including but not limited to: dental check-up and vision or hearing screening. These referrals will be made based on staff observation and documentation of child's behavior and review of the child's record.

PAS staff will meet with parents to discuss concerns of the Program staff. PAS will provide the parent with a written statement including the reason for recommending a referral for additional services, a brief summary of the Program's observations related to the referral and any efforts the Program may have made to accommodate the child's needs.

PAS staff will offer assistance to families in making the referral and shall have written parental consent before any referral is made. All referrals will be documented and filed, including parent conference and results.

Our referral plan is as follows:

"In the event that a staff person has concerns about a specific child, they must report their concerns including any relevant tests, materials, or documentation of times the concerns were noticed. Staff should keep notes of times that they noticed concerns and the exact details about concerning behaviors/ appearances/ speech and place them in the child's record.

Upon review by Program Administrator and/ or Site Coordinator (if Program Administrator is not available), a meeting with the child's parent(s) will be

requested to notify them of the staffs' concern. During said meeting, a current list of local resources and contacts will be provided to the parents.

Written notice will be provided to the appropriate administrator of special education if the licensee is serving a child with a disability."

Termination and Suspension Policy

As stated in the Behavior Management Plan, consequences for non-compliant decisions made by students can include suspension and termination. Suspension and Termination will result when a child repeatedly chooses to make non-compliant choices, when there is concern that a child will harm him/ herself, or when there is a concern that a child will harm others. "Harm" includes all forms of emotional, mental, or physical harm.

In most cases of non-compliance, PAS staff will make every effort to resolve the non-compliant behavior. Techniques for resolving this issue include:

- 1st) speaking with the child regarding the consequences of his/ her actions
- 2nd) notifying parents/ guardians of the incidents verbally
- 3rd) meeting with parents/ guardians to discuss options other than suspension or termination and to offer referrals to parents for evaluation, diagnostic or therapeutic services. At this time a plan should be developed for behavioral intervention at home and in the Program.
- 4th) Staff will pursue options for supportive services to the Program, including consultation and educator training, where applicable.
- 5th) written notification to parent/ guardian regarding potential suspension/ expulsion.
- 6th) suspension
- 7th) expulsion

These techniques will be used in accordance with the severity and number of incidents of the behavior.

Unless the case is extreme (as determined by PAS staff), parents/ guardians will receive a written warning from the PAS staff indicating the incident that occurred and the next steps. This written warning will serve as notification to the parent/ guardian that future offenses may result in suspension/ termination.

The Program reserves the right to terminate or suspend any child that endangers the welfare of him/ herself or others. No refunds will be made in the event of termination or suspension. The Program will strive to provide the family with information and referrals for other services if the child is suspended or expelled and if the parent requests such information.

When any child is terminated or suspended from the Program, initiated by the Program or the parent(s)/guardian(s), the Program will prepare the child for termination from the Program in a manner consistent with the child's ability to understand.

Nutrition

PAS strives to help children learn about and participate in making healthy choices so we request that parents provide nutritious snacks and meals for children during Program hours. Nutritious snacks include whole grains, fruits and vegetables, etc. For a more extensive list of healthy snack ideas, please see the last page of this packet.

Children who participate in the Program are required to bring a snack. Please remember not to pack anything for your child that may contain peanuts, as all Truro Recreation programs are "peanut-free."

All staff are trained on the USDA requirements and in food choking hazards.

Child Abuse and Neglect

PAS is committed to protecting children from abuse and neglect while children are in the Program's care and custody and while they are not in the Program's care and custody. All PAS staff members are mandated reporters, which means they are required by law to report any suspicions about child abuse or neglect to the Department of Children and Families. The process for reporting is as follows:

The PAS staff member notifies his/ her supervisor of concerns and all pertinent information.

The supervisor files a 51A report with the Department of Children and Families (DCF).

PAS will cooperate with the DCF during the investigation, assessment, and on-going case management.

If the report is filed on a PAS staff member, the staff member will not be permitted to work with children until the DCF investigation is completed and until EEC gives clearance for the individual to work with children again.

Please note that for the protection of our employees, the name of the mandated reporter may not be released to the family, in accordance with DCF regulations.

Transitioning the Child Between Classrooms and Programs

Pamet After-School strives to provide the best possible care to each child in the Program. At times children may need to transition between this Program and another and during these times, this Program strives to create a smooth transition for the child and other educators. As a result, appropriate collaboration and information sharing between staff will occur with a parent's written consent. Depending on the type of transition and the child's history, a plan will be developed for assisting the child with the transition in a manner consistent with the child's ability to understand. All programs involved and a parent of the child will receive a written copy of this plan. At Pamet After-School, the plan will be placed in the child's records.

Emergency Health Care, Serious Illness, and Medicine Administration

Please see our Health Care Policy Handbook for specific information on our Health Care Policy. All parents receive a copy of the Health Care Policy Handbook upon initial enrollment in the Program.

As required by the Division of Communicable Disease Control, Department of Public Health, serious illness, contagious diseases and reportable diseases will be reported to all parents. Children may be excluded from the Program if they are diagnosed by a health agent with any serious illness or contagious disease. The child will be permitted to re-enroll once a health agent has cleared the child to be in a group setting. Information to parents regarding when children who have been excluded from the Program may return will also be provided to all parents.

Please see the Health Care Policy Handbook for specific information regarding our policy on medicine administration. PAS will never distribute prescription or non-prescription medication to a child without written parental consent, which indicates that the medication is for the specific child. ***THIS INCLUDES CHILDREN WITH INHALERS AND EPIPENS.*** Please be sure to indicate which medication PAS staff can administer. No prescription medications will be administered unless there is written permission from the child's doctor that includes dosage, number of times per day, and number of days the medicine should be administered. The label on the prescription bottle can be considered written permission from the child's doctor. The medication can only be administered by PAS staff as it is prescribed and as they are authorized to administer it. All medications must stay in their original containers with the child's name, the name of the drug, directions for administration, and directions for storage.

Only staff members may administer medication, unless there is written parental consent from the parent that indicates that the child may administer his/her own asthma inhaler with the supervision of a staff member. With the written consent from a parent and a doctor, a child may carry his/ her own inhaler and use it as needed, without direct supervision of a staff member.

A written record of administration will be kept on file at PAS. All medications are kept out of the reach of children and unused medications are disposed of or returned to a parent when they are no longer needed.

Our medication administration policy is as follows:

“No medication, whether prescription or non-prescription, shall be administered to a child without written parental authorization which indicates that medication is for the specified child. All prescription medication is administered only with written order of a physician (which MUST include the label on the medication).

All medication will be kept in a *Med Box* located in the top cabinet in the Recreation Lounge and a signed consent form will be in the child’s file. Staff will administer medication according to the original prescription label on the medication container and fill out the Medication Administration Record. Medications that require refrigeration will be refrigerated in the kitchen refrigerator.

All medications must be administered by a staff member who is trained in EEC’s Five Rights of Medication Administration. Additionally, the staff member must follow all instructions for administration, recording, and storing medication provided in the EEC’s Five Rights of Medication Administration presentation. This includes documenting in the child’s record the name of the medication, the dosage, the time administered, the method of administration, and who administered the medication. Pamet After-School staff will never administer the child’s first dose of medication, in accordance with EEC’s regulation 7.11(2)(i).

All medications must be provided by the child’s parent and may not be shared between children. NEVER GIVE ONE CHILD’S MEDICATION TO ANOTHER CHILD. The medications must be in their original containers and should have clear instructions on the container or in the form of a note with clear instructions from the prescribing physician. Non-prescription medications should be in original packaging.

Remaining medications will be returned to the child’s parents upon the child’s departure from the Program. If this is not possible, the remaining medication will be discarded in the way recommended by Truro Rescue Department.”

Transportation

Parents may opt to drop their child(ren) off at the PAS Program or children may take the Truro Central School bus to the Community Center stop, where they will be greeted by a PAS staff member. Parents must give their written permission for their child(ren) to travel on the bus to the PAS Program. PAS is responsible for children when they have arrived at the Program. On the bus, the bus driver and/or bus monitor is responsible for the children.

Any field trips from the Community Center will require the written permission for children to attend and be transported.

In the event of an emergency, children will be transported by ambulance or with another public safety official (i.e., police officer, etc).

Emergency Plan

All children will practice drills for emergency procedures on a monthly basis.

In the event of a fire; natural disaster; loss of power, heat or water:

All children will be evacuated from the building, as practiced. All practices are documented by Program staff. The evacuation plan is that all children will leave the building through the main entrance in the event of an emergency. If the main entrance is obstructed, the children will be versed in the other exits around the building. We will practice filing out of the building in a single file line, with the last person in line closing the door behind us and one designated staff member taking the attendance list. Attendance will be checked at the meeting point.

Children will practice leaving the building from different areas, including bathrooms, so they are familiar with leaving the building on their own, if necessary.

The meeting spot for Truro Recreation is the Tercentennial Commemorative Circle in between the Truro Public Library and the Truro Community Center. This spot provides views of both the main entrance of the Community Center and Puma Park Playground (the two areas utilized by Truro Recreation). Upon arriving at the Tercentennial Commemorative Circle, attendance will be taken by the designated staff member. All children will be reminded to remain attentive and to wait for further instruction.

The Truro Community Center is the designated evacuation relief point for the Town of Truro. If this building is not available as an evacuation relief point, all children will be walked over to the Truro Public Library next door to serve as a temporary evacuation relief point until parents can pick up their children or until public safety officials issue further instruction.

All staff members are trained in emergency procedures both through staff meeting training and through training with the Truro Rescue Department. Staff

has telephones available to them for both incoming and outgoing phones. In the Recreation Lounge and Office there are phones available. There is also a cellular phone available for use when on Puma Park or while on a field trip. Additionally, the Truro Public Library has an available phone for use in the event of an emergency. Phone numbers are posted for local authorities so that they may be accessed during an emergency through the use of a cellular phone by Program staff.

Exit procedures are posted in all rooms used by Pamet After-School. Exit signs are posted in rooms that have direct access to the outdoors. All rooms provide escape routes in the event of an emergency. During the evacuation process, the Site Coordinator (or if unavailable, the Lead Teacher) will take the PAS Enrollments binder that contains all children's contact information, as well as the cellular phone. This binder is always kept on top of the desk in the Recreation Office. Parents are also given the Program cell phone number for use in the case of emergency.

In the event of a missing child, Program staff will notify one another in a calm manner. At that point, one staff member will stay with the group by the front exit (to ensure that the child does not leave out that door), while the other staff member searches the building. Truro Police Department will be called immediately.

On-going Parent Communication

Our goal at PAS is to serve the *families* of Truro, so it is very important to us to have parent involvement and to keep parents aware of what is going on in the Program. PAS will communicate primarily through email and written notices that are distributed through the children's backpacks. Additional sources of information include phone calls and the Truro Recreation Website. If your child misses a scheduled day of the Program, be sure to check in to find out if you are missing any information.

Confidentiality

Please note that any information you provide to PAS regarding your child's health, behavior, ability status, etc. and your family's current situations (including custodial arrangements, etc) are kept completely confidential. Only PAS staff has access to this information and this information will never be shared with anyone except medical or public safety professionals (emergency responders, doctors, etc.). Information may only be shared with other agencies or individuals

with written authorization from the child's parent or legal guardian, except in cases where Massachusetts General Law mandates that this information be shared (i.e. during child abuse or neglect investigations).

List of Nutritious Food Examples:

Vegetables: Asparagus, Avocados, Beets, Bell peppers, Broccoli, Brussels sprouts, Cabbage, Carrots, Cauliflower, Celery, Collard greens, Cucumbers, Eggplant, Fennel, Garlic, Green beans, Green peas, Kale, Onions, Potatoes, Romaine lettuce, Spinach, Squash Sweet, Tomatoes, Yams

Seafood: Cod, Halibut, Salmon, Scallops, Shrimp, Tuna

Fruits: Apples, Apricots, Bananas, Blueberries, Cantaloupe, Cranberries, Grapefruit, Grapes, Kiwifruit, Lemon/Limes, Oranges, Pears, Pineapple, Plums, Raisins, Raspberries, Strawberries, Watermelon

Eggs & Low-Fat Dairy: Cheese, low-fat, Eggs, Milk, Yogurt

Beans & Legumes: Black beans, dried peas, Garbanzo beans (chickpeas), Lima beans, Soybeans, Tofu

Poultry & Lean Meats: Beef, Chicken, Turkey

Nuts & Seeds: Almonds, Cashews, Pumpkin seeds, Sesame seeds, Sunflower seeds

Grains: Barley, Brown rice, Corn, Oats, Whole wheat

Water